

## Town of Naicam Policy Manual

<b>POLICY TITLE:</b> <b>FACILITY RENTAL AND USE POLICY</b>	<b>POLICY NUMBER:</b>  <b>17 /2017</b>	<b>EFFECTIVE DATE:</b>  <b>June 13, 2017</b>
<b>ORIGIN:</b>  <b>Administration</b>	<b>ADOPTED BY COUNCIL ON:</b>  <b>June 13, 2017</b>	<b>AMENDED DATE:</b>  <i>Dec 10, 2019: Res#2019-232</i>

### **Purpose:**

To provide a guideline for staff and council to regulate the rental and use of the Town Hall and Mezzanine subject to other policies and resolutions of Council. Where this policy refers to Facility it shall mean either the hall or mezzanine interchangeably depending on the facility being rented. *This policy amends the mezzanine section of the Viking SportsPlex Policy.*

### **General Regulations**

1. The rental form provided shall reflect the rules and regulations of this policy. Where the form and this policy differ, this policy is to be taken as correct.
2. Hall users must be made aware within the booking contract that the Hall is a muster point for our Emergency Measures Organization (EMO) and as such, should an emergency arise, all bookings during the period of use by the EMO are effectively cancelled, and will be refunded after the emergency is over and the Town Office is again open for regular business.
3. Rates are subject to an annual increase with 90 days notice to affected users.
4. Bookings may not be made tentatively, and may only be confirmed once the person(s) renting have completed and signed the rental agreement and prepaid both the deposit and booking fees. Bookings may be made up to two years in advance.
5. The person(s) booking must complete a rental agreement providing:
  - a. the name and phone number of the organization/company/individual responsible for the booking
  - b. the name and phone number of the contact person if different than above
  - c. the mailing address of the company/organization/individual responsible for the booking
  - d. the type of event (luncheon, wedding, etc.)
  - e. the estimated number of attendees/participants (for capacity)
  - f. The booking start date and time and end date and time (this must include any required setup and cleanup time).
  - g. Confirmation that they understand and agree to the terms and conditions as noted on the rental agreement in the form of initials and signatures where noted on the agreement.
6. All cheques are cashed upon receipt.
7. Cancellations occurring within 48 hours of a booking are eligible for a maximum 50% refund of deposits and fees. This may not necessarily apply due to circumstances (acts of God and

Nature, etc.) that are outside of the renter's control. The administrator is to use their judgement in determining eligibility for a refund on cancellation within 48 hours of a booking.

8. All refunds may be processed with regularly scheduled municipal payables and where possible within seven (7) days after the booking.
9. Objects may only be affixed to the walls/ceilings/floors only in the designated places using materials that will not damage finishes, or remove paint (tape is not permitted).
10. Floor wax (for dancing, etc.) is NOT permitted.
11. Use of confetti or the like is not permitted either inside or outside the Facility.
12. The town provides coffee urns, water jugs and general cleaning supplies (garbage bags, tea towels, dish cloths, dish soap, pot scrubbers, etc.). The renter must provide all other supplies as might be needed (tablecloths, tableware ware, cutlery, jiggers, etc.).

### ***Inspections / Cleanup***

13. The Facility Manager or designate may be present at the start of the booked time to review the Facility with the Renter and review the Renter's responsibilities for clean-up, etc.
14. A cleanup form is to be completed by the renter and returned to the Town along with the key (if key was provided). These can be returned during office hours to the Town Office, or after hours through the mail drop slot in the East door of the Town Office. The requirements for renter cleaning are:
  - a. In general, renters are expected to leave the facility in the condition in which they found it. Proper dishwashing facilities are provided and acceptable guidelines for dish washing are posted.
  - b. Renters are to keep an eye on cleanliness during their event and damp mop any sticky spills as they occur. Do not allow water or liquids to pool and remain for extended periods.
  - c. Chairs are to be wiped down, dried and stacked neatly, no more than 5 high against the wall.
  - d. Tables are to be washed and dried and stacked leg to top (do not stack with the top facing another top) on the cart and placed back in the under stage storage.
  - e. Floors are to be tidied, swept (with dust mop in coat room) and renters are to ensure that have spills mopped and the area dried.
  - f. Kitchen is to be cleaned including counter tops, appliances, sinks, any items used are washed and put away, and the stove/oven turned off.
  - g. Check washrooms, flush toilets and urinals, pick up any paper on the floor.
  - h. Walls are to be cleaned of any decorations and messes wiped up.
  - i. Garbage is to be bagged and left in the main entry.
  - j. Dirty/used dish towels and clothes are to be left on the counter for the Facility Manager.
  - k. All interior lights and fans are to be turned off.
  - l. All food, ice, beverages, supplies or personal items brought to the facility by the renter must be removed at the end of their rental. Anything remaining will be disposed of.
  - m. Doors and windows (where applicable and openable) must be closed, locked and secured.
  - n. Check thermostat, return it to 15 degrees Celsius.
15. If the renter is aware of any damages caused during their rental or if any deficiencies in the facility or problems are noticed during the rental they should contact the Facility Manager as

soon as possible.

16. Where the Town Staff have determined after inspection that extra cleaning or damage repair is needed due to a booking, or that the guidelines have not been met by the renter, the inspection report will be provided to the administrator or designate immediately to review.
17. Administration will review inspection reports in a timely manner and where extra cleaning or damage is required, where feasible and timely to do so given the upcoming rental schedule, they shall endeavor to provide the opportunity to the renter view and correct the deficiencies that have been noted. At administration's inspection they will use their judgement to determine if a full damage deposit refund is warranted.
18. Extra cleaning will be billed at the rate of \$50 per hour. Repair of damages will be billed out at actual cost. Costs will be deducted from the damage deposit (where applicable) and additional costs be invoiced as an amount due to the municipality.

### ***Other Rental Regulations***

19. The renter assumes full responsibility for the conduct and well-being of participants and spectators and financial responsibility for damage and/or loss of equipment and/or of repair of damage to the facility.
20. Adequate supervision and/or security shall be provided by the renter to insure that no unauthorized person enters the building and that the premises are vacated by the agreed upon time and that the facility is totally secure at the conclusion of the activity.
21. The renter shall be responsible for obtaining third party liability insurance and indemnify and save harmless the Town of Naicam from all liabilities, damages, costs, claims, suits, or actions arising out of:
  - a. Any damage to the property howsoever occasioned by the use and occupation of the premises; or
  - b. Any injury to any person(s) including death resulting at any time there from, occurring in or about the premises or any part thereof or resulting from the use and occupation of the premises during the term of this Agreement from any cause whatsoever.
22. If food is being cooked or served from the kitchen, a valid permit/license from Saskatchewan Health is required in most cases. Please contact the Health Region at (306) 655-4605 or [phioc@saskatoonhealthregion.ca](mailto:phioc@saskatoonhealthregion.ca) for details. It is the renter's responsibility to ensure all necessary permits have been obtained.
23. If liquor is being served at the event, a valid permit/license from Saskatchewan Liquor and Gaming Authority is required. Please contact the SLGA at 1-800-667-7565 or [SOP@slga.gov.sk.ca](mailto:SOP@slga.gov.sk.ca) for details. It is the renter's responsibility to ensure all necessary permits have been obtained.
24. If a vendor or contractor is hired to provide services at an event including catering, bartending, entertainment (DJ), etc. it is the renter's responsibility to ensure the vendor has obtained a business license to conduct business or provide services in the Town of Naicam. In the event a vendor provides services unlicensed in the Town, the business license fee for the vendor may be deducted from the renter's deposit or billed to the renter.

### ***Damage Deposits***

25. Deposit is required for an event or booking where Liquor is Served: \$500.00
26. Deposits will be refunded upon inspection for cleanliness/meeting of guidelines by Town staff as per this policy.
27. A regular/frequent user may keep a damage deposit on file with the Town.
28. Deposit refunds may be processed with regularly scheduled municipal payables.

## **Keys and Deposit**

29. Person(s) booking the Facility are responsible for key pickup and return. A \$50 key deposit is required in addition to any damage deposit, if a key is needed.
30. A regular/frequent user may keep a key deposit on file with the Town.
31. Keys must be returned to the Town Office at the conclusion of the activity either during Town Office hours or through the key drop slot on the East Office Door.

## **BOOKING FEES/RATES**

**Hourly: \$25 per hour** (an hour rental is for approximately 60 minutes).

**Half Day: \$75** (a half day rental is approximately six (6) hours).

**Day: \$125 per day** (a day rental is approximately twelve (12) hours).

**“Weekend” Rental: \$350 / weekend**

A “weekend” rental is roughly 48 continuous hours running from approximately 4 pm on a Friday, all day Saturday, until Sunday afternoon at approximately 4 pm. A “weekend rental” may take place on other days of the week and times (Tuesday at 6 until Thursday at 2, Friday at 4pm until Sunday at noon, etc.) as may be negotiated with administration.

### ***Extra Time at No Charge***

Provided no other bookings exist, persons renting the Facility may set up the evening before (after 6 pm) or clean-up the morning after (prior to 1 pm) without paying the extra ½ day fee.

***This is only for setup and cleanup.*** Availability must be confirmed and permission must be obtained from the Town Office.

***Non-profit Rental Rate: 50% off*** of regular rental rates, deposits are still required at full deposit rates where applicable.